

8 March 1968

25X1A

Ben,

Here's a draft of the OPM that D/Pers suggested he worked up. I don't see any need for inclusion of much else--specific functional responsibilities could be the subject of a subsequent OPM when appropriate for issue. Let me know what you think.

25X1A

S E C R E T

DRAFT OPM

OFFICE OF PERSONNEL MEMORANDUM NO. _____

SUBJECT: Establishment of Initial Contact Point for
Office of Personnel Retirement Counseling
and Placement Assistance

1. Effective immediately the Retirement Counseling and Placement Staff is established as the Office of Personnel initial contact point for employee retirement counseling, external placement assistance and information.

2. Queries or employee referrals should be directed to the Retirement Counseling and Placement Staff/ Office of Personnel, Room 212 Magazine Building, Telephone: 3328, 3329 or 2204. Appointments for individual employee consultations with a Retirement Counselor may be arranged by calling [REDACTED] at 25X1A any of the telephone extensions indicated above.

Robert S. Wattles
Director of Personnel

S E C R E T